

ORWARN – Shared Worker Agreement

Standard Operating Procedures (SOPs)

The following *recommended* SOPs have been developed for ORWARN members who are signatory to the voluntary Shared Worker Agreement (SWA) - an addendum to the ORWARN IGA:

- 1. Pre-define the type of emergency that will trigger SWA.** Prior to implementing the shared worker agreement – decide what are qualifying events. This will help set expectations for supervisors and employees. For example – employees from City of Pleasantville can only self-deploy under the SWA if the Main Street Bridge is unpassable for more than three days and communication systems are down. Or if you want to be more general: employees can only self-deploy if there has been a major earthquake or event where major transportation routes are disrupted, bridges are damaged, communication systems are down, and worker is prevented from safely reporting to their normal work location.
- 2. Consider a waiting period before employees self-deploy.** Only allow self-deployment if the emergency extends beyond several days and only when it is safe to deploy, and the shared worker's family is safe. For example, you don't want employees deploying during an ice storm that will only last a few days.
- 3. Determine which employees are eligible to self-deploy.** The SWA defines shared workers as employees responsible for various field and public works activities. This definition is broad, so it is important for your organization to have a common understanding of who in the organization this agreement does and does not apply to.

Types of Workers to Consider:

- Heavy equipment operator (e.g. backhoe, forklift operator)
- CDL Driver
- Utility Worker 1, 2, 3 and lead
- Water/wastewater operators (treatment and distribution)
- Water Quality/Lab staff
- Emergency manager
- Valve crew – hydrant flushing
- Mechanics
- Water/wastewater treatment plant operators (treatment and distribution) and certification level
- Inspectors
- GIS specialists
- Electricians
- Millwrights
- Instrument technicians
- Engineers
- Planners
- Finance Staff

- 4. Define the type of work responding and receiving workers can perform and the qualifications needed.** Consider the qualifications you want your employees to have in order to deploy. Also think about what qualifications you desire responding employees to have, such as ICS training, certifications, number of years of experience, etc. Identify what type of workers will you accept during an emergency.
- 5. Create list and type of workers available to self-deploy from your organization and list their qualifications.** A sample spreadsheet has been developed for you to use or modify. Could be specific by person or by classification and qualifications. If your employee has been assigned a vehicle that they keep at all times, determine if that can be used.
- 6. Establish relationship with neighboring signatories to the SWA.** You are likely to share workers with neighboring ORWARN members so establishing relationships and developing your own SOPs in advance could be helpful. Contact Rebecca.geisen@portlandoregon.gov or ORWARN Secretary to see who has signed addendum.
- 7. As a receiving member, prepare intake form or checklist in advance of receiving shared workers. Include where and to whom they report and how they will track their time. This will be critical for FEMA reimbursement.** A sample intake form has been developed for you to use or modify.
- 8. Develop just-in-time materials for responding members to help aid them in assisting receiving agency.**
- 9. Establish expectations for how responding worker will communicate with employer if/when communication lines are restored.** Expectation that responding worker will attempt to contact employer each day.
- 10. Prepare after action report and share lessons learned with other ORWARN members.**